

LOCAL AGENCY FORMATION COMMISSION COUNTY OF SAN BERNARDINO

175 West Fifth Street, Second Floor, San Bernardino, CA 92415-0490
• (909) 387-5866 • FAX (909) 387-5871
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: September 7, 2004
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #11 – Review and Consideration of Internal
Operation Guidelines and Benefit Plan

RECOMMENDATION:

1. Adopt the Internal Operation Guidelines and Benefit Plan as prepared and presented by the Commission's Human Resources Consultant, Alcock and McFadden.
2. Adopt Resolution No. 2842 approving the Internal Operation Guidelines and Benefit Plan and rescinding the Terms of Employment for LAFCO Employees.

BACKGROUND INFORMATION:

At the April 2004 hearing the Commission contracted with the firm of Alcock and McFadden to rewrite the LAFCO Terms of Employment and divide it into three documents: a Human Resources Policies and Procedures Manual, a Benefit Plan, and an accounting procedure document for use by staff. At the July Hearing, the Commission approved and adopted the Human Resources Policies and Procedures Manual.

Presented today for the Commission's review and consideration are the final two elements of this transition, the adoption of the Internal Operation Guidelines, the document setting forth the manner in which the Benefit Plan and Human Resources Policies will be implemented by staff, and the Benefit Plan, the separation of those items providing benefits to LAFCO employees into a single document. These documents are attached to this report in their entirety.

The documents presented do not change any of the current provisions for LAFCO employees, nor provide any additional benefits. They reflect the final division of the single "Terms of Employment for LAFCO Employees" into three separate documents.

The actions recommended for the Commission include the approval of these documents and the adoption of a resolution approving the Benefit Plan and Internal Operation Guidelines and rescinding the Commission's previous Terms of Employment.

KRM/

Attachments:

- #1 -- Internal Operation Guidelines
- #2 -- Benefit Plan
- #3 -- Draft Resolution No. 2842